

**A SPECIAL MEETING OF THE LEWISTOWN CITY COMMISSION ON DECEMBER 1, 2025
WHICH WAS HELD AT THE CENTRAL MONTANA COMMUNITY CENTER AND
STARTED AT 3:00 P.M.**

The meeting was called to order 3:10 pm. Commissioners: Day, Buehler, Hewitt, Hrubes, Robertson, Spika and Terry were in attendance. Also in attendance was City Manager Holly Phelps, City Clerk Nikki Brummond and City Attorney Tyler West.

The item on the agenda was the City Manager Review. City Attorney Tyler West explained all meetings of governmental bodies must be open to the public. City Attorney West further explained that one of the only reasons a public meeting can be closed if the discussion relates to a matter of individual privacy and that the demands of the individual privacy clearly exceed the merits of public disclosure. City Attorney West explanation that even though this is a city manager review the City Manager can waive the right of individual privacy and in that event the meeting must remain open. There were no questions. Commissioner Day asked City Manager Phelps how she would like to proceed. City Manager Phelps asked that the meeting be closed. At that time City Clerk Brummond and City Attorney West left the meeting. The meeting proceeded and was concluded at 6:50 pm.

**A REGULAR COMMISSION MEETING OF THE LEWISTOWN CITY COMMISSION ON
DECEMBER 1, 2025 WHICH WAS HELD AT THE CENTRAL MONTANA COMMUNITY
CENTER AND STARTED AT 7:00 P.M.**

CALL TO ORDER

Chairman Day called the meeting to order.

PLEDGE OF ALLEGIANCE

Chairman Day asked everyone to stand and say the Pledge to the Flag.

ROLL CALL

Present were Commissioners: Day, Buehler, Hewitt, Hrubes, Robertson, Spika and Terry.

APPROVAL OF MINUTES

Commissioner Day stated that without objection and based on the corrections the minutes for November 17, 2025 are approved.

COURTESIES

There were none.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Hewitt reported the Airport Board will meet this Wednesday, December 3rd at 3 pm.

Commissioner Buehler reported the Library Board did meet on Wednesday, November 19th. Commissioner Buehler explained that she is not prepared to report on the meeting and will report at the next meeting.

Commissioner Terry reported she attended the Central Montana Foundation Meeting on November 25th. Commissioner Terry reported that Ms. Jennifer Weeden has left the board and Carlie Knox has been reappointed to her position. Two permanent endowment applications were approved. A grant request in the amount of \$3,000 was approved for the Spirit of Christmas.

Commissioner Day reported the Park and Recreation Board will meet this Wednesday, December 3rd.

CITY MANAGER REPORT

City Manager Phelps reported on the following items:

The Police Department recently had an officer graduate from the Montana Law Enforcement Academy. We are currently hiring for both a Police Officer and Dispatcher. If you know anyone interested in either of these positions, please have them contact the Police department right away.

The city offices will be closed on December 24th and 25th in observation of Christmas and be open again on December 26th.

At the first meeting of the new year, we will be appointing Commissioners to various boards and commissions. Please think about what board you may be interested in serving on. I have included the list for each of you to review.

This last weekend the hockey association was able to make ice. The best way to find out the schedule for the skating rink is to check out the calendar on the Lewistown Ice Skating Association Facebook page. However, with the warmer weather it has made it difficult to make ice. They are all ready for the season and will be busy with two hockey tournaments. These tournaments will be held the first two weekends of the new year.

The City will be hosting a Commission and Management training and Open House on December 15th, beginning at 6 pm. Training materials will be handed out for incoming commissioners, and this will be an informal meeting and will be held in the Council on Aging.

PUBLIC COMMENT – non agenda items

Ms. Sam Huston asked if the City have any type of plan or something in place to reduce the amount of light that businesses are putting out. City Manager Phelps answered the City does have regulations as far as lighting standards for signage. Street lights or parking lot lights are not currently regulated. City Attorney Tyler West commented the City does not have any ordinances that regulate personal property. The City only regulates signage. Commissioner Robertson asked if there is anything that can be done about existing commercial lighting and even it could be done retroactively. City Attorney West answered that is something that needs to be reviewed and there are other municipalities that do regulate lighting.

Ms. Sam Huston asked if a better map of the streets was available. City Manager Phelps answered there are different maps in the newspaper and on Facebook. There is a large map in the City Office and continue to work to create better maps for the public to read.

Ms. Wendy King addressed the Commission and explained she has five different apartment buildings with five units in each building. Ms. Wendy King explained there is a minimum of five cars for each of these buildings and the residents are concerned there will not be enough room to park. City Manager Phelps explained the buildings are considered Tier 2 routes which is the odd and even parking. Unfortunately, the days were backwards and the tickets were just warnings. Ms. Wendy King expressed the concern of the cars needing to be plugged in in order start. City Manager Phelps stated in order to get the streets cleared the cars need to be moved regularly.

CONSENT AGENDA

Commissioner Terry made the motion to approve the consent agenda and Commissioner Spika seconded the motion. The motion passed unanimously. The consent agenda was the acknowledgement of the claims that have been paid from November 15, 2025 to November 30, 2025 in the amount of \$130,330.20

***REGULAR AGENDA – Resolutions, Ordinances & Other Action Items:**

1. Discussion and action on entering into a contract with Mosaic Architecture for a preliminary Architectural report and Facilities Master Plan and authorizing the City Manager to sign the contract

City Manager Phelps explained this is a draft contract that was prepared by the Department of Commerce for the Community Development Block Grant project planning grant that the Library received. The planning grant is for a preliminary architectural report and facilities master plan. City Manager Phelps reported a couple of firms did apply and a scoring process was completed and Mosaic was chosen. Commissioner Robertson made the motion to approve entering into a contract with Mosaic Architecture for a preliminary Architectural report and Facilities Master Plan and authorizing the City Manager to sign the contract and Commissioner Buehler seconded the motion. Commissioner Day asked for comments from the audience and Commission. There being none, the question was called for and the City Clerk took a roll call vote with all being in favor of the motion.

2. Discussion and action on approving a grant agreement with the Montana Department of Transportation Aeronautics Division for the Lewistown Airport and authorizing the City Manager to sign the grant agreement

City Manager Phelps explained this is a grant agreement that the airport received from the Board of Aeronautics. This grant application was submitted last year. Commissioner Robertson stated for the record he will be recusing himself from the vote because he is the Chairman for this committee for the State of Montana. Commissioner Robertson explained this is a grant from the Board of Aeronautics to be used as matching funds for improvements for airport taxi ways. Commissioner Buehler made the motion to approve a grant agreement with the Montana Department of Transportation Aeronautics Division for the Lewistown Airport and authorizing the City Manager to sign the grant agreement and Commissioner Hrubes seconded the motion. Commissioner Buehler asked if this is a pass-through grant. City Manager Phelps answered the City and County are co-owners of the Airport. Commissioner Robertson explained this is a grant with conditions that the funds need to be applied appropriately by the rules outlined in the agreement. Commissioner Day asked for comments from the audience and Commission. There being none, the question was called for and the City Clerk took a roll call vote with all being in favor of the motion.

3. Discussion and action on approving the 2026 gravel bids

City Manager Phelps explained the Public Works department advertises for gravel bids annually. Public Works staff sent out a list to the local companies of the most commonly used materials with approximate

quantities. City Manager Phelps further explained this is done to lock in a unit price for this particular bid and only pay on the actual quantity received. City Manager Phelps stated only one bid was received from Casino Creek Concrete. Commissioner Buehler confirmed only one bid was received. Commissioner Robertson commented that Casino Creek Concrete is the only supplier of this type of material on an as call basis. Commissioner Hewitt made the motion to approve awarding the 2026 gravel bid to Casino Creek Concrete and Commissioner Buehler seconded the motion. Commissioner Day asked for comments from the audience and Commission. There being none, the question was called for and the City Clerk took a roll call vote with all being in favor of the motion.

4. Discussion and action on approving the 2026 snow hauling bids

City Manager Phelps explained the City of Lewistown solicits snow hauling bids on an annual basis. The bid is a per hour price for equipment and operator. The contract is for the upcoming calendar year. Only one bid was received from Griffith Construction and the prices are the same as last year. City Manager Phelps commented this does not mean it is an exclusive bid, and we do have the option to go out and solicit other contractors as needed. Commissioner Robertson made the motion to approve the 2026 snow hauling bid to Griffith Contracting and Commissioner Hewitt seconded the motion. Commissioner Day asked for comments from the audience and Commission. There being none, the question was called for and the City Clerk took a roll call vote with all being in favor of the motion.

5. Discussion and action on approving Resolution No. 4214, a resolution adopting fees and charges for the Lewistown City Cemetery

City Manager Phelps explained the fees and charges for the City Cemetery are reviewed on an annual basis and increase by the cost of inflation for the previous year rounded to the nearest \$5. The CPI increase is 5% and the proposed fees are listed on the resolution. Commissioner Buehler asked if the fees cover the cost of services and have they been increased every year. City Clerk Brummond answered the fees have been increase annually since this was put in place. Commissioner Spika made the motion to approve Resolution No. 4214, a resolution adopting fees and charges for the Lewistown City Cemetery and Commissioner Buehler seconded the motion. Commissioner Day asked for comments from the audience and Commission. There being none, the question was called for and the City Clerk took a roll call vote with all being in favor of the motion.

6. Discussion and action on setting the regular Commission meetings for 2026

City Manager Phelps explained this calendar being presented tonight is really the same that has been done in the past years. The meetings dates are shown in yellow which is the first and third Monday of each month. If the meeting date lands on a holiday, then the meeting is moved to the following Tuesday. Commissioner Terry made the motion to approve setting the regular Commission meetings for 2026 and Commissioner Hrubes seconded the motion. Commissioner Day asked for comments from the audience and Commission. There being none, the question was called for and the City Clerk took a roll call vote with all being in favor of the motion.

CITIZENS' REQUESTS

There were none.

COMMISSIONER'S MINUTE

Commissioner Buehler apologized for not being prepared to report on the Library Board meeting.

Commissioner Buehler asked about the large sign on the lot across from Subway and is it on City property. Commissioner Hrubes answered it is located on private property. City Manager Phelps commented she thinks the State of Montana would regulate the light along the State Highway. Any concerns would need to be directed to the Department of Transportation.

Commissioner Hewitt commented that she will miss the outgoing Commissioners and hope the new Commissioners are just as good.

Commissioner Robertson asked if the City has considered subscribing to satellite phone serves as a backup for 911 and all city services.

Commissioner Robertson stated he believes the sign across from Subway is a hazard to safe traffic flow and would like to see if there is anything that can be done about it.

Commissioner Day expressed her appreciation to Commissioner Hrubes, Commissioner Spika and Commissioner Terry for their service to the city and it's been amazing to serve with them. Commissioner Day stated she has learned so much from each of them. Commissioner Day stated that she hopes the public and the city know how valuable you've been serving them. Commissioner Day further stated she really feels passionately and strongly that the City and City Manager is better because of the service you three have given us.

ADJOURNMENT

Chairman Day adjourned the meeting.

Dated this 1st day of December, 2025.

Loraine Day, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk